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DOCUMENTS DIVISION

MISSOURI STATE DOCUMENTS CLASSIFICATION

POST-REORGANIZATION AGENCY CODES

AND

FORM DIVISIONS

January 1977

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The Missouri State Documents Classification System was developed at the Missouri State Library in 1972. It has been used by the State Library since that time. In July 1974 a complete reorganization of state government changed the names and organizational structure of the great majority of state agencies. Upon consultation with other libraries wishing to adopt the Missouri Classification System as of July, 1974, the decision was made by the State Library to revise the Missouri State Documents Classification System to bring it into conformity with State Government Reorganization. As a result, most agencies are now grouped under the fourteen major departments mandated by State Government Reorganization.

The fourteen major departments are designated by capital letters, which may be initials of words in the agency name or the first two or three letters of the first word. After a period, a division within a department is indicated by a code composed of two or three letters from the division's name, with only the first letter capitalized. Occasionally a further breakdown is needed to indicate a subdivision or program which publishes under its own name. In these cases, a slash and further letters are used.

The classification system is still evolving. Revisions of this guide showing additions and corrections will be published as needed. Most libraries will be interested only in agency codes currently in use; therefore, this list includes only Post-Reorganization codes. A list of agency codes used by the State Library in 1972-1974 may be obtained from the Documents Division.

This guide is arranged as follows:

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CODES

AD	ADMINISTRATION, OFFICE OF
AD.Ac	Accounting Division
AD.Bu	Budget Division; Budget & Planning Division, 10/1/75+
AD.Bu/Tr	Transportation Policy Council, State
AD.De	Design & Construction Division
AD.El	Electronic Data Processing Division
AD.Per	Personnel Division
AD.PI	State Planning & Analysis Division; from 10/1/75, see AD.Bu
AD.Pu	Purchasing Division
AG	AGRICULTURE DEPARTMENT
AG.An	Animal Health Division
AG.Da	Dairy & Poultry Division
AG.Fa	Fairs Division
AG.Gr	Grain Inspection & Weighing Division
AG.Pla	Plant Industries Division
AG.We	Weights & Measures Division
ATG	ATTORNEY GENERAL
AUD	AUDITOR
CARL	CONSUMER AFFAIRS, REGULATION, & LICENSING DEPARTMENT
CARL.Ad	Administrative Hearing Commission
CARL.Am	American Revolution Bicentennial Commission
CARL.Art	Arts, State Council on the
CARL.Co	Commerce & Industrial Development Division
CARL.Com	Community Development Division
CARL.Cr	Credit Unions Division
CARL.Env	Environmental Improvement Authority
CARL.Fi	Finance Division
CARL.Ho	Housing Development Commission
CARL.Hu	Human Rights Commission
CARL.Ins	Insurance Division
CARL.Ja	Jackson County Sports Complex Authority
CARL.Pu	Public Service Commission
CARL.Re	Professional Registration Division
CARL.Re/Ac	Accountancy, State Board of
CARL.Re/Ar	Architects, Professional Engineers & Land Surveyors, Mo. Board for
CARL.Re/At	Athletics, Office of
CARL.Re/Ba	Barber Examiners, State Board of
CARL.Re/Ch	Chiropractic Examiners, State Board of
CARL.Re/Co	Cosmetology, State Board of
CARL.Re/De	Dental Board
CARL.Re/Em	Embalmers & Funeral Directors, State Board of
CARL.Re/He	Healing Arts, State Board of Registration for the

CARL	CONSUMER AFFAIRS, REGULATION, & LICENSING DEPARTMENT (Con't.)
CARL.Re/Hea	Hearing Aid Dealers & Fitters, Council for
CARL.Re/Nu	Nursing, State Board of
CARL.Re/Op	Optometry, State Board of
CARL.Re/Ph	Pharmacy, State Board of
CARL.Re/Po	Podiatry, State Board of
CARL.Re/Re	Real Estate Commission
CARL.Re/Ve	Veterinary Medical Board
CARL.Sa	Savings and Loan Supervision Division
CARL.To	Tourism Division
CON	CONSERVATION DEPARTMENT
CON.Fi	Fisheries Division
CON.Fo	Forestry Division
CON.Wi	Wildlife Division
ED	ELEMENTARY & SECONDARY EDUCATION DEPARTMENT
ED.Sch	School Food Service
GA	GENERAL ASSEMBLY
GA.Fis	Fiscal Affairs Committee
GA.Ho	House of Representatives
GA.Ins	Joint Interim Committee on Insurance
GA.Leg	Legislative Research Committee
GA.Sen	Senate
GA.Sen/Rc	Select Committee on the Rock Festival
GOV	GOVERNOR
HI	HIGHER EDUCATION DEPARTMENT
HI.Ce*	Central Missouri State University
HI.Hi	Historical Society, State
HI.Li	Library, State
HI.Lin	Lincoln University
HI.Man	Higher Education - Manpower Project
HI.Ne	Northeast Missouri State University
HI.Nw	Northwest Missouri State University
HI.UM	University of Missouri (university-wide)
HI.UMC	University of Missouri-Columbia
HI.UMC/Ag	Agriculture College
HI.UMC/Bu	Business & Public Administration College
HI.UMC/Ec	Economics Department
HI.UMC/Ex	Extension Division
HI.UMC/Go	Governmental Affairs Program
HI.UMC/For	School of Forestry, Fisheries & Wildlife
HI.UMC/Mi	University of Mid-America
HI.UMC/Rec	Recreation & Park Administration Department
HI.UMC/Reg	Regional & County Affairs Department
HI.UMC/Soc	Sociology & Rural Sociology Department



HI	HIGHER EDUCATION DEPARTMENT (Con't.)
HI.UMKC	University of Missouri-Kansas City
HI.UMR	University of Missouri-Rolla
HI.UMR/Mi	Department of Mining, Petroleum & Geological Engineering
HI.UMSL	University of Missouri-St. Louis
HI.UMSL/Ex	Extension
HI.Se	Southeast Missouri State University
HI.So	Missouri Southern College
HI.Sw	Southwest Missouri State University
HI.We	Missouri Western College

\*Universities will be subdivided into colleges, departments; etc. as needed.

HIGH	HIGHWAY DEPARTMENT
HIGH.Pla	Planning Division

JUD	JUDICIAL DEPARTMENT
JUD.Con	Judicial Conference

LG	LIEUTENANT GOVERNOR
LG.Om	Ombudsman Program
LG.Vo	Volunteer Program

LI	LABOR & INDUSTRIAL RELATIONS DEPARTMENT
LI.Em	Employment Security Division
LI.La	Labor Standards Division
LI.Me	Mediation, State Board of
LI.Wo	Workmen's Compensation Division
LI.Wom	Women, Commission on the Status of

MH	MENTAL HEALTH DEPARTMENT
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NR	NATURAL RESOURCES DEPARTMENT
NR.Env	Environmental Quality Division
NR.Env/Ai	Air Conservation Commission
NR.Env/Cw	Clean Water Commission
NR.Env/La	Land Reclamation Commission
NR.Env/So	Solid Waste Management Program
NR.Env/Soi	Soil & Water Districts Commission
NR.Env/Wa	Water Supply Program
NR.Ge	Geological Survey; from 1/1/76, Geology & Land Survey Division
NR.Hi	Historical Survey & Planning Office; after Fall 1975, see NR/Pp/Hi
NR.Pp	Planning & Policy Development Division
NR.Pp/En	Energy Agency
NR.Pp/Hi	Historic Preservation Office, Fall 1975+
NR.Pp/Ou	Outdoor Recreation Assistance Program

PS	PUBLIC SAFETY DEPARTMENT
PS.Adj	Adjutant General
PS.Adj/Di	Disaster Planning & Operations Office
PS.Adj/Na	National Guard
PS.Cr	Criminal Justice Council
PS.Fi	Fire Marshal
PS.Hi	Highway Safety Division
PS.Hp	Highway Patrol
PS.Li	Liquor Control Division
PS.Wa	Water Safety Division
REV	REVENUE DEPARTMENT
REV.Hi	Highway Reciprocity Commission
REV.Mo	Motor Vehicles & Licensing Division
REV.Ta	Taxation & Collection Division
REV.Tax	Tax Commission
SCH	PUBLIC SCHOOL RETIREMENT SYSTEM
SOC	SOCIAL SERVICES DEPARTMENT
SOC.Cor	Corrections Division
SOC.Cor/CI	Classification & Assignment Section
SOC.Fa	Family Services Division
SOC.He	Health Division
SOC.He/Ce	Center for Health Statistics
SOC.Pr	Probation & Parole Board
SOC.Sp	Special Services Division
SOC.Sp/Ag	Aging Office
SOC.Sp/Co	Comprehensive Health Planning Office
SOC.Sp/Ec	Economic Opportunity Office
SOC.Ve	Veterans' Affairs Division
SS	SECRETARY OF STATE
SS.Re	Records Management & Archives Service
TR	TREASURER
TRA	TRANSPORTATION DEPARTMENT
TRA.Bi	Bi-State Development Agency

# AGENCIES

Accountancy, State Board of	CARL.Re/Ac
Accounting Division	AD.Ac
Adjutant General	PS.Adj
Administration, Office of	AD
Administrative Hearing Commission	CARL.Ad
Aging Office	SOC.Sp/Ag
Agriculture College (UMC)	HI.UMC/Ag
Agriculture Department	AG
Air Conservation Commission	NR.Env/Ai
American Revolution Bicentennial Commission	CARL.Am
Animal Health Division	AG.An
Architects, Professional Engineers & Land Surveyors, Mo. Board for	CARL.Re/Ar
Archives	SS.Re
Arts, State Council on the	CARL.Art
Athletics, Office of	CARL.Re/At
Attorney General	ATG
Auditor	AUD
Barber Examiners, State Board of	CARL.Re/Ba
Bi-State Development Agency	TRA.Bi
Bicentennial Commission	CARL.Am
Budget Division	AD.Bu
Budget & Planning Division	AD.Bu
Business & Public Administration College (UMC)	HI.UMC/Bu
Center for Health Statistics	SOC.He/Ce
Chiropractic Examiners, State Board of	CARL.Re/Ch
Criminal Justice Council	PS.Cr
Classification & Assignment Section	SOC.Cor/Ci
Clean Water Commission	NR.Env/Cw
Commerce & Industrial Development Division	CARL.Co
Community Development Division	CARL.Com
Comprehensive Health Planning Office	SOC.Sp/Co
Conservation Department	CON
Consumer Affairs, Regulation, & Licensing Department	CARL
Corrections Division	SOC.Cor
Cosmetology, State Board of	CARL.Re/Co
Courts, see Judicial Department	
Credit Unions Division	CARL.Cr
Dairy & Poultry Division	AG.Da
Dental Board	CARL.Re/De
Design & Construction Division	AD.De
Disaster Planning & Operations Office	PS.Adj/Di
EDP Division	AD.EI
Economic Opportunity Office	SOC.Sp/Ec

Electronic Data Processing Division	AD.EI
Elementary & Secondary Education Department	ED
Embalmers & Funeral Directors, State Board of	CARL.Re/Em
Employment Security Division	LI.Em
Energy Agency	NR.Pp/En
Environmental Improvement Authority	CARL.Env
Environmental Quality Division	NR.Env
Extension Division	HI.UMC/Ex
Fair, State	AG.Fa
Fairs Division	AG.Fa
Family Services Division	SOC.Fa
Finance Division	CARL.Fi
Fire Marshal	PS.Fi
Fiscal Affairs Committee	GA.Fis
Fisheries Division	CON.Fi
Forestry Division	CON.Fo
Forestry, Fisheries & Wildlife, School of, UMC	HI.UMC/For
General Assembly	GA
Geology & Land Survey Division	NR.Ge
Governmental Affairs Program	HI.UMC/Go
Governor	GOV
Grain Inspection & Weighing Division	AG.Gr
Healing Arts, State Board for the Registration of	CARL.Re/He
Health Division	SOC.He
Health Planning, Comprehensive, Office of	SOC.Sp/Co
Health Statistics, Center for	SOC.He/Ce
Hearing Aid Dealers & Fitters, Council for	CARL.Re/Hea
Higher Education Department	HI
Higher Education - Manpower Project	HI.Man
Highway Department	HIGH
Highway Patrol	PS.Hp
Highway Reciprocity Commission	REV.Hi
Highway Safety Division	PS.Hi
Historic Preservation Office	NR.Pp/Hi
Historical Society, State	HI.Hi
House of Representatives	GA.Ho
Housing Development Commission	CARL.Ho
Human Rights Commission	CARL.Hu
Insurance Division	CARL.Ins
Insurance, Joint Interim Committee on	GA.Ins
Jackson County Sports Complex Authority	CARL.Ja
Judicial Conference	JUD.Con
Judicial Department	JUD



Labor & Industrial Relations Department	LI
Labor Standards Division	LI.La
Land Reclamation Commission	NR.Env/La
Legislative Research Committee	GA.Leg
Library, State	HI.Li
Lieutenant Governor	LG
Lincoln University	HI.Lin
Liquor Control Division	PS.Li
Mediation, State Board of	LI.Me
Mental Health Department	MH
Missouri Southern College	HI.So
Missouri Western College	HI.We
Motor Vehicles & Licensing Division	REV.Mo
National Guard	PS.Adj/Na
Natural Resources Department	NR
Northeast Mo. State University	HI.Ne
Northwest Mo. State University	HI.Nw
Nursing, State Board of	CARL.Re/Nu
Ombudsman	LG.Om
Optometry, State Board of	CARL.Re/Op
Outdoor Recreation Assistance Program	NR.Pp/Ou
Parks & Recreation Division	NR.Pa
Personnel Division	AD.Per
Pharmacy, State Board of	CARL.Re/Ph
Planning & Analysis Division, State	AD.PI
Planning & Policy Development Division	NR.Pp
Plant Industries Division	AG.PI
Podiatry, State Board of	CARL.Re/Po
Probation & Parole Board	SOC.Pr
Professional Registration Division	CARL.Re
Public Safety Department	PS
Public School Retirement System	SCH
Public Service Commission	CARL.Pu
Purchasing Division	AD.Pu
Real Estate Commission	CARL.Re/Re
Records Management & Archives Service	SS.Re
Registration Division, Professional	CARL.Re
Rock Festival, Select Committee on (Senate)	GA.Sen/Ro
Savings & Loan Supervision Division	CARL.Sa
School Food Services	ED.Sch
Secretary of State	SS
Senate	GA.Sen
Social Services Department	SOC

Soil & Water Districts Commission	NR.Env/Soi
Solid Waste Management Program	NR.Env/So
Southern College, Missouri	HI.So
Southeast Mo. State University	HI.Se
Southwest Mo. State University	HI.Sw
Special Services Division	SOC.Sp
State Planning & Analysis Division	AD.PI
Status of Women Commission	LI.Wom
Supreme Court, see Judicial Department	
Tax Commission	REV.Tax
Taxation & Collection Division	REV.Ta
Tourism Division	CARL.To
Transportation Department	TRA
Transportation Policy Council	AD.Bu/Tr
Treasurer	TR
University of Missouri (university-wide)	HI.UM
University of Missouri - Columbia	HI.UMC
University of Missouri - Kansas City	HI.UMKC
University of Missouri - Rolla	HI.UMR
University of Missouri - St. Louis	HI.UMSL
Veterans' Affairs Division	SOC.Ve
Veterinary Medical Board	CARL.Re/Ve
Volunteer Program	LG.Vo
Water Safety Division	PS.Wa
Water Supply Program	NR.Env/Wa
Weights & Measures Division	AG.We
Western College, Missouri	HI.We
Wildlife Division	CON.Wi
Women, Commission on the Status of	LI.Wom
Workmen's Compensation Division	LI.Wo

## FORM DIVISIONS

Uniform numerical codes are used for the following types of publications:

- 1 Annual reports
- 1B Biennial reports ..
- 2 General publications (monographs of all types, except those which fall into one of the other general classes)
- 3 Maps
- 4 Directories
- 5 Laws, rules & regulations
- 6 Bibliographies & lists of publications

Numerals from "7" on are assigned individually to series published by various agencies. An effort is made to assign "10" to the major periodical of each agency; however, this is not always possible to ascertain in advance.

When classification of Missouri documents currently in the State Library's collection is completed, a "List of Classes" will be published showing series assignments for agencies. In the meantime, publication of classification numbers in "Missouri State Government Publications," published monthly by the State Library, began in January 1976.

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## COMMENTS

A few additional comments for libraries intending to adopt the Missouri State Documents classification system:

The Missouri Documents classification is based on the same principles as Superintendent of Documents classification; that is, the arrangement follows the organizational structure of the government, changing when it changes. Why imitate SuDoc, when librarians have so many problems following the SuDoc class changes? Simply because in spite of the problems inherent in a system which is subject to the whims of government in renaming and relocating its agencies, we find that we need an arrangement by agency. We have too many requests like "Let me see what the Commerce & Industrial Development Division publishes" and "What has the new Department of Natural Resources produced?" to go to any other arrangement. Hopefully, the addition of subject cataloging in the future will alleviate many of the problems of an agency arrangement.

The structure of the classification designation of each document follows:

MO

department.division/smaller unit or program

form designation: year

year/month

volume/number

number (for numbered series)

cutter (for monograph or other  
non-serial publications)

} choice of one

### Agency Codes

"MO" precedes all codes to distinguish Missouri documents from other collections in the library. The department code is composed of capital letters, which may be initials or the first two or three letters of the first word. The Department of Consumer Affairs, Regulation, and Licensing, for example, is designated by "CARL," its commonly used acronym; the Department of Social Services is "SOC." After a period, the division code is composed of two or three letters from the division's name, with only the first letter capitalized. The State Library, which falls under the Department of Higher Education, thus becomes "Hl.Li." In the majority of cases, this is sufficient agency designation. Occasionally, however, a further breakdown is needed to indicate a subdivision or program which publishes under its own name. In these cases, a slash and further letters are used, as "CARL.Re/Ac" for the State Board of Accountancy, a unit of the Professional Registration Division of the Department of CARL. We chose this method of designation because we feel that the use of letters allows an "eye recognition" of agencies indicated in the classification number which is more difficult to achieve with the numerals used by SuDocs for divisions.

### Form Designations and Series

A form designation is the next component of the class number. These are quite simple: 1=annual reports; 1B=biennial reports; 2=general publications; 3=maps; 4=directories; 5=laws, rules & regulations; 6=bibliographies & lists of publications. Series unique to each agency are designated by further numerals, beginning with "7" for each agency. Most agencies do not publish a large number of series, but the use of numerals allow an unlimited number of series to be added. Annual publications are considered to be a series; for example, the Executive Budget of the Governor is classified as GOV 8: (yr.).

If a series falls into one of the general categories above, such as (4) directories; or (5) laws, rules, and regulations, it is classified into the general category rather than being given a unique series number. For example the Secretary of State's annual roster (directory) of the General Assembly is classified into SS 4: rather than a separate series.

### Individual Document Designation

Individual documents receive whichever symbol is appropriate: year(s); year/month; volume/numbers; number only; or Cutter number. The decision of whether to use "year/month" or "volume/number" for a periodical which carries both kinds of information is determined by the consistency with which an agency uses a volume numbering system. "Volume/number" is used whenever possible; however, some agencies have difficulty keeping a volume/number system accurate. In those cases, a year/month notation is used.

Examples of class numbers for periodicals:

MO HI.Li 10:28/2	Missouri Higher Education Dept. - State Library 10: Series # for <u>Show-Me Libraries</u> 28/2: Vol. 28, No. 2
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MO HIGH 11:976/11	Missouri Highway Dept. 11: Series # for <u>Mo. Highway News</u> 976/11: year and month (Nov. 1976)
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### Cutter Numbers

A standard two-figure author table is used for Cutter numbers for monographs.

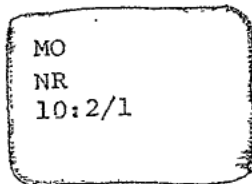
Documents with the same Cutter number are designated by /2, /3, etc. For example "Schools of Missouri" would be Cuttered "Sch 6," while the next publication received, "Schools Today" would be "Sch. 6/2."

Revisions of Cuttered documents are designated with a slash and a year, as V64/977 for the 1977 revision of a publication about veterans.

The most distinctive word in a title is Cuttered, rather than general terms such as "report," "guide," "directory," "handbook," etc. "Missouri," "state," and the name of the agency are generally ignored in Cuttering also, unless they are the subject.

#### Notation on Document

Class numbers may be typed on gummed labels or handwritten on the upper left corner of the document:



MO  
NR  
10:2/1

We arrange numbers on our documents in the following order, as they seem easiest to read and shelve when written this way:

MO	(all documents)
AD.Bu	(agency code)
2:W81	(form or series designation; and individual document designation)

To save space, numbers in the checklist are written in a line, with the "MO" omitted: AD.Bu 2:W81.

#### Reports of the State Auditor

Audit reports are Cuttered in a unique manner, in order to bring together major departments and dates. A Cutter is assigned to each of the 14 major executive departments and the elected officials. Each division, program, bureau, etc. which falls under a particular department is given the Cutter for the larger department; for example, the Motor Vehicle unit of the Department of Revenue is assigned "R32" for Revenue Dept. Individual documents are then differentiated simply by the last year the audit report covers and a slash and a numeral for the order of receipt in that year. For example, the sixth audit for a division within the Department of Revenue for the audit period ending in 1975 would be Cuttered as R32/975/6.

A few audits cover subjects which do not fall within any department. These are Cuttered in the normal way.





